ULSTER COUNTY CERTIFICATE OF RESIDENCE INFORMATION SHEET

All Applicants <u>must</u> provide acceptable forms of proof of residence. It is the <u>student's</u> responsibility to insure that a valid certificate of residence is on file at your college at the start of each semester.

Requirements:

You must be...

- a New York State resident for at least one full year prior to application.
- an **Ulster County resident** for at least **six** (6) **months** prior to application.
- a U.S. citizen **or** carry a resident alien card ("green card").

Acceptable Identification Documents:

- Valid NYS Driver's license Driver's Permit or NYS Non-Driver Identification
- Voter registration card (copy of both sides)
- Ulster County property tax bill You must reside at the property.
- Pay Stubs/Statements W-2 Forms NYS or Federal Income Tax Form
- Car Registration Auto Insurance Statements
- Utility Bill Telephone Bill Bank Credit Card Statements
- Past year <u>and/or</u> Current School Tuition/Registration forms
- Letter from your town clerk

All documents must be in the applicant's name and clearly show an Ulster County address.

Proof must show Residential Street Addresses. Post Office Box Mailing Addresses Are Not Acceptable.

You must complete the application **in its entirety**, sign it **in the presence of a notary public** and bring **or** mail it with a **self addressed stamped envelope** to:

In Person: Ulster County Treasurer
244 Fair St. 4th Floor
Kingston, NY 12401

By Mail: Ulster County Treasurer
P.O. Box 1800
Kingston, NY 12402

Office Hours: 9:00am – 5:00

NON-CITIZEN NATIONALS – RESIDENT ALIENS AND OTHER ELIGIBLE NON-

CITIZENS must submit copies of their individual U.S. Immigration and Naturalization Services documents. The **Summary Chart** of acceptable documentation is listed below. These are <u>in</u> <u>addition</u> to the required proof of residence documentation.

SUMMARY CHART_OF ACCEPTABLE U.S. IMMIGRATION & NATURALIZATION SERVICES DOCUMENTATION

THE FEDERAL IMMIGRATION AND NATIONALITY ACT STATES THAT EFFECTIVE JULY 1, 1998,

Aliens not lawfully present in the U.S. are not eligible on the basis of residence within a state for any post-secondary educational benefit <u>unless</u> citizens or nationals of the U.S. are eligible for the same benefit without regard to residency. An undocumented alien cannot be charged a lower rate of tuition than an out of state student who is a citizen of the U.S.

NON-CITIZEN NATIONAL:

<u>U.S. Passport</u> – must be stamped, "Non-citizen National."

PERMANENT RESIDENT:

"Alien Registration Receipt Card" Form I-151, I-551, or I551C — The I-551 and the I-551C must have currently valid expiration dates.

<u>Passport</u> – must be stamped "Processed for I-551" with expiration date.

<u>I-94 Arrival-Departure Record</u> – must be stamped "Processed for I-551" with expiration date, or "Temporary Form I-551," with appropriate information filled in.

OTHER ELIGIBLE NON-CITIZEN:

<u>"Temporary Resident Card" Form I-688</u> – must be stamped as a Refugee, Asylum Status, Conditional Entrant (Before April 1, 1980), Parolee, Cuban-Haitian Entrant.

<u>Court Order or INS Letter Confirming a Suspension of Deportation</u> – Either a copy of the order from the Immigration Judge, or a letter from the district INS office, with appropriate information.

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305 OF THE EDUCATION LAW, IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE*

INSTRUCTIONS- CIRCLE ONE OF THE FOLLOWING:

U.S. Citizen	Non-Citizen National	Permanent Resident Alien	Other Eligible Non-	-Citizen	
your INS status.)	-	e information on the back of th			
STATE OF NEV	W YORK) S.S.#	Semester:	FallYear	Winter/Spring	Year Year
COUNTY OF _)	·			
the (City) (Villa now is, and has a application been of r application ** a	age) (Town) of for a period of at least , a resident of the Stat months with the six m resident of the Count	by swear (or affirm) that he, County of, county of, one year immediately prior to go the of New York; that he/she onths immediately prior to go f; and that of this affidavit (or affirmatidress	, So r to the date of this aff is now is, <u>or has been</u> the date of this affida he/she has lived at th	tate of New York; the fidavit (or affirmation for a period wit (or affirmation) are following places of	at he/she on) and
Institute) and that	at this affidavit (or aff the County of <u>Uls</u>	plans to enroll inirmation) and application is ter a certificate of reside	made for the purpose	e of securing from th	ne Chief
	irmed) before me this f 20				
Notary Public or	Commissioner of De	eds			
	Certif	space for use of Chief Fisca icate Issued () Certific By	cate Not Issued ()		

* Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in section 2.00 of the local finance law, shall upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county..... Such person shall, upon hisher registration for each college year, file with the college such a certificate of residence issued not earlier that sixty (60) days prior thereto or thirty days after the start of the semester, and such certificate of residence shall be valid for a period of one year from the date of issuance."

Education Law, Section 6301, paragraph 4, defines: "Resident." A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, for the purposes of Section 6305 of this chapter, his application for a certificate of residence.

** In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his/her application for a certificate of residence pursuant to Section 6305 of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

NON-CITIZEN NATIONALS - ALIEN RESIDENTS AND OTHER ELIGIBLE NON-CITIZENS

I.

Resident Aliens

	Complete the following questions if you have resided in New York for at least one year. Then fill out the Application for Certificate of Residence in full.				
	1.	Name			
	2.	Are you a permanent resident of the U.S.?			
		YesNo			
	3.	Number on Resident Alien Card			
	4.	Date of Issue of Resident Alien Card			
II.	Non-Immigrant VISA Holders				
	Complete the following questions:				
	1.	Name			
	2.	Country of Citizenship			
	3.	VISA type			
Studei	nt Signa	iture			

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SEE THE SUMMARY CHART OF ACCEPTABLE
U.S. IMMIGRATION & NATURALIZATION SERVICES DOCUMENTATION
ATTACH A COPY OF YOUR INS PAPERS WITH THE
APPLICATION FOR RESIDENCE CERTIFICATE